Third-Party Document Upload User Guide

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Overview

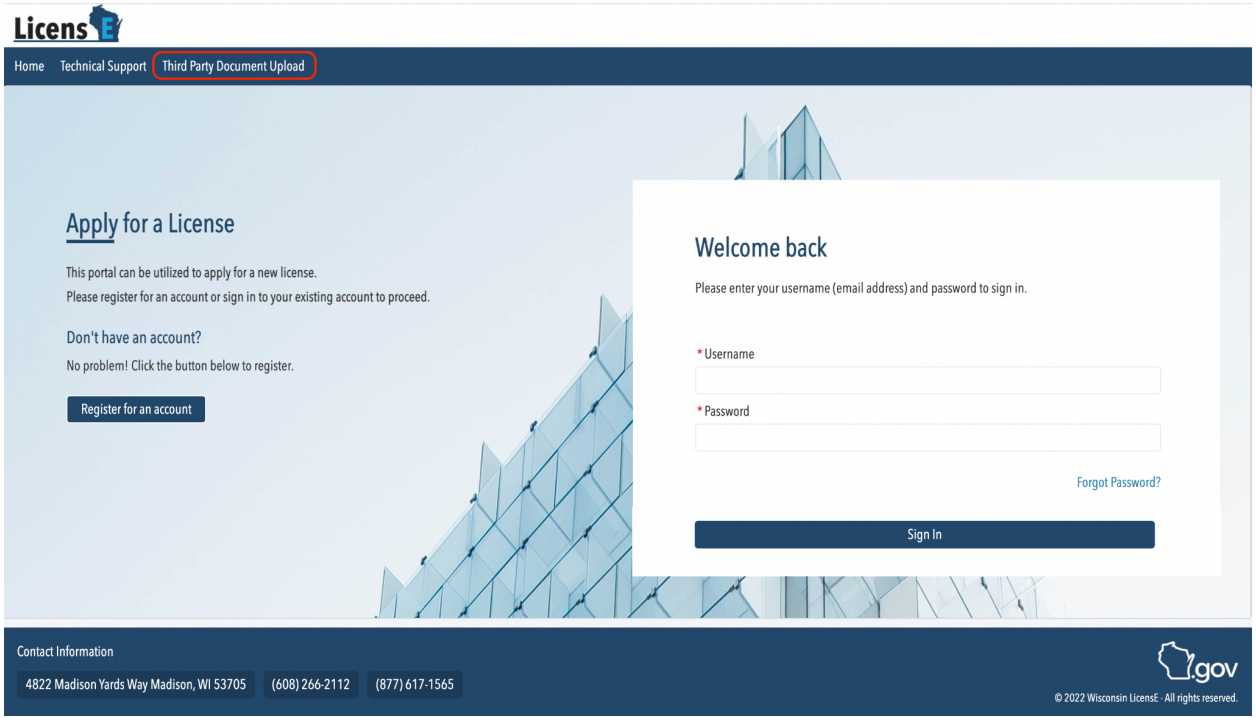
This document covers the third-party document upload process in the LicensE portal. You will need the Application ID Number provided by the Applicant.

NOTE: Batch uploads for 100 or more applicants are possible by contacting DSPS directly emailaddress@dsps.wi.gov

Third-Party Document Upload Process

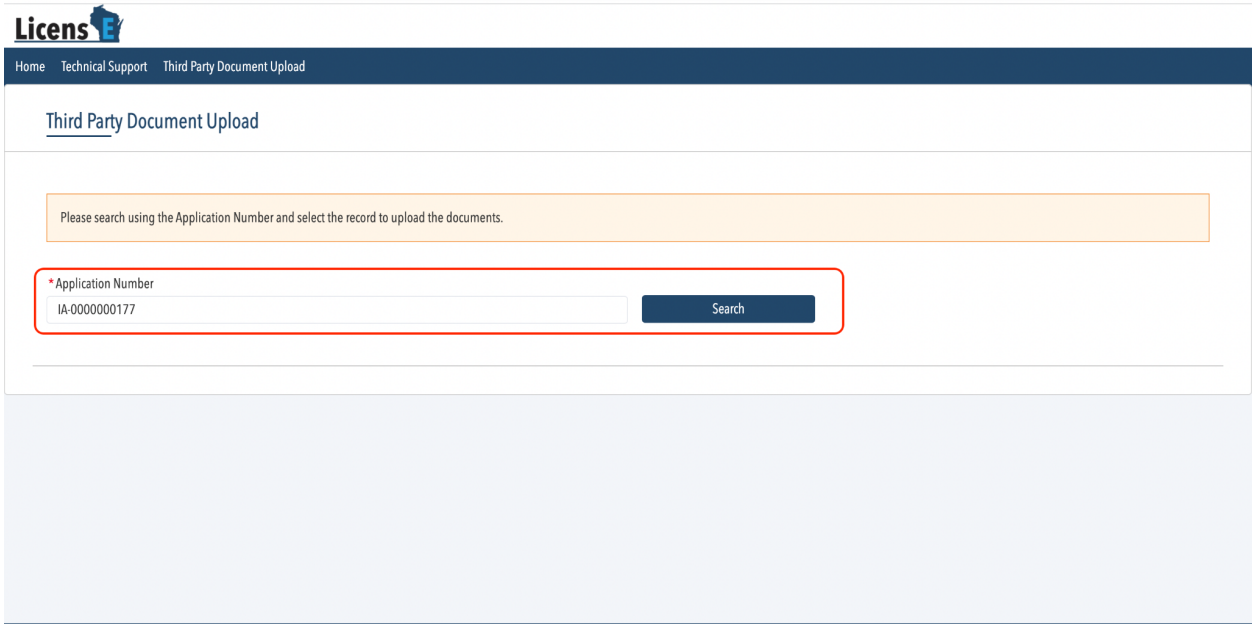
Uploading the Document

1. Navigate to the LicensE portal.
2. Click the **Third Party Document Upload** button at the top of the page.

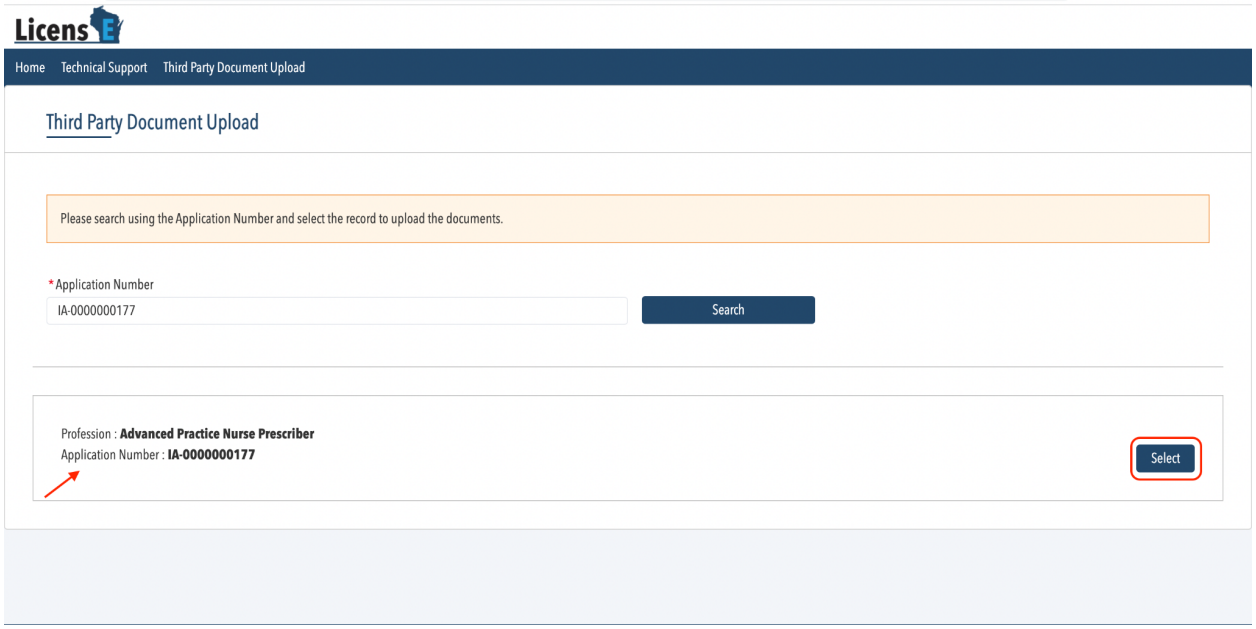


Note: You need not register or log in to the portal to upload documents.

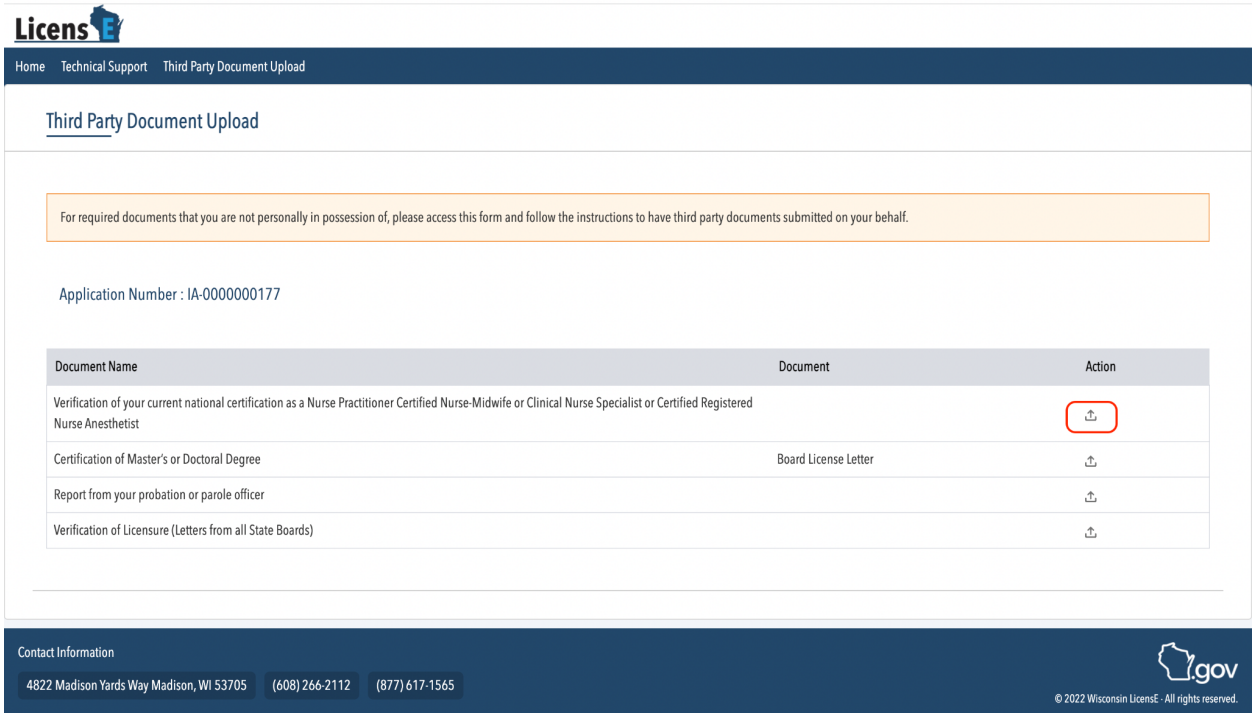
3. Enter the Application Number provided by the Applicant.
4. Click the **Search** button.



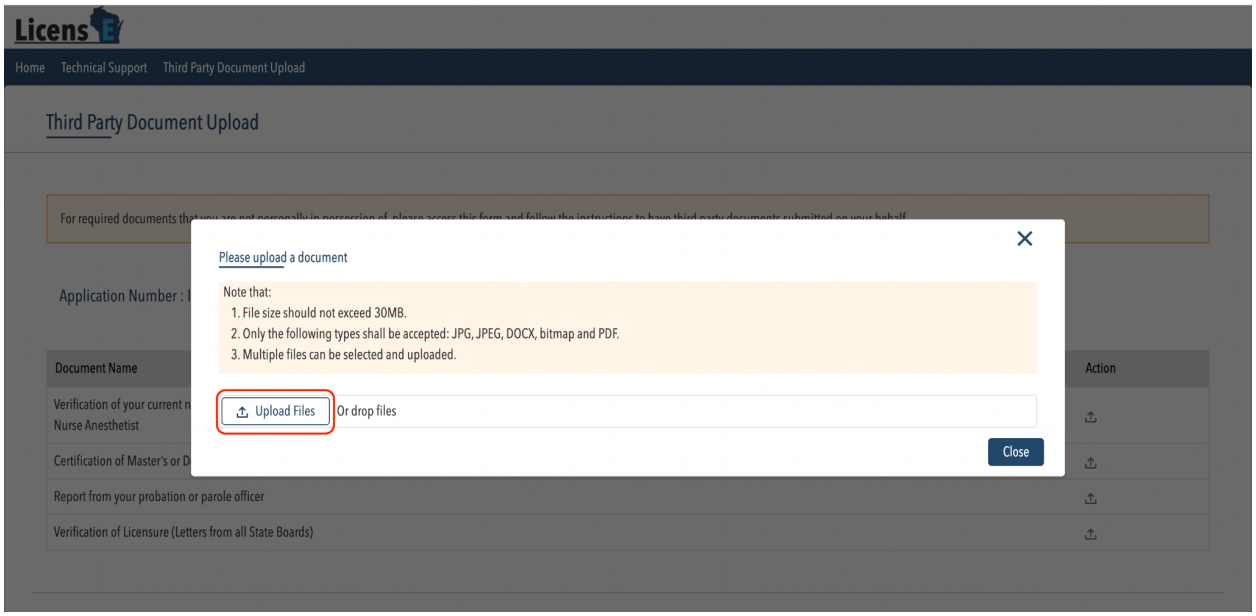
5. Confirm the Profession and Application Number.
6. Click the **Select** button.



7. Here you can find the list of documents to be uploaded. To upload a document click the **Upload Icon** under the concerned row.



8. Click on the **Upload Files** and select the concerned file from the folder.

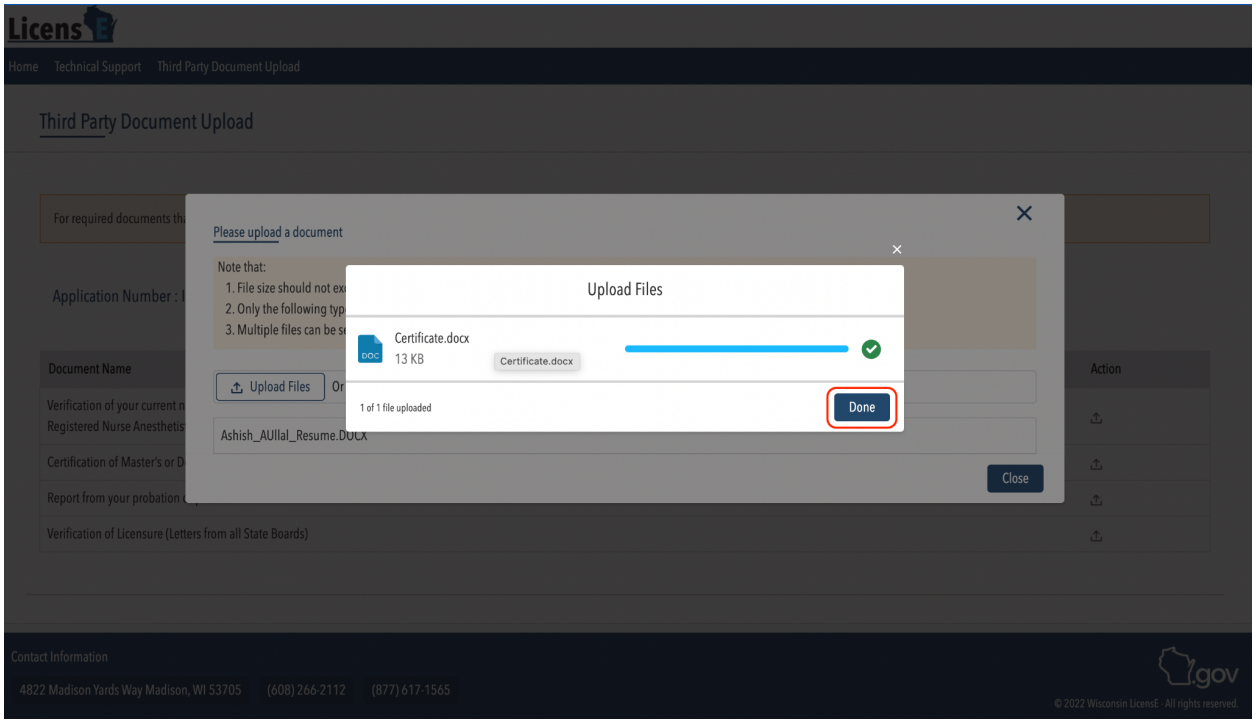
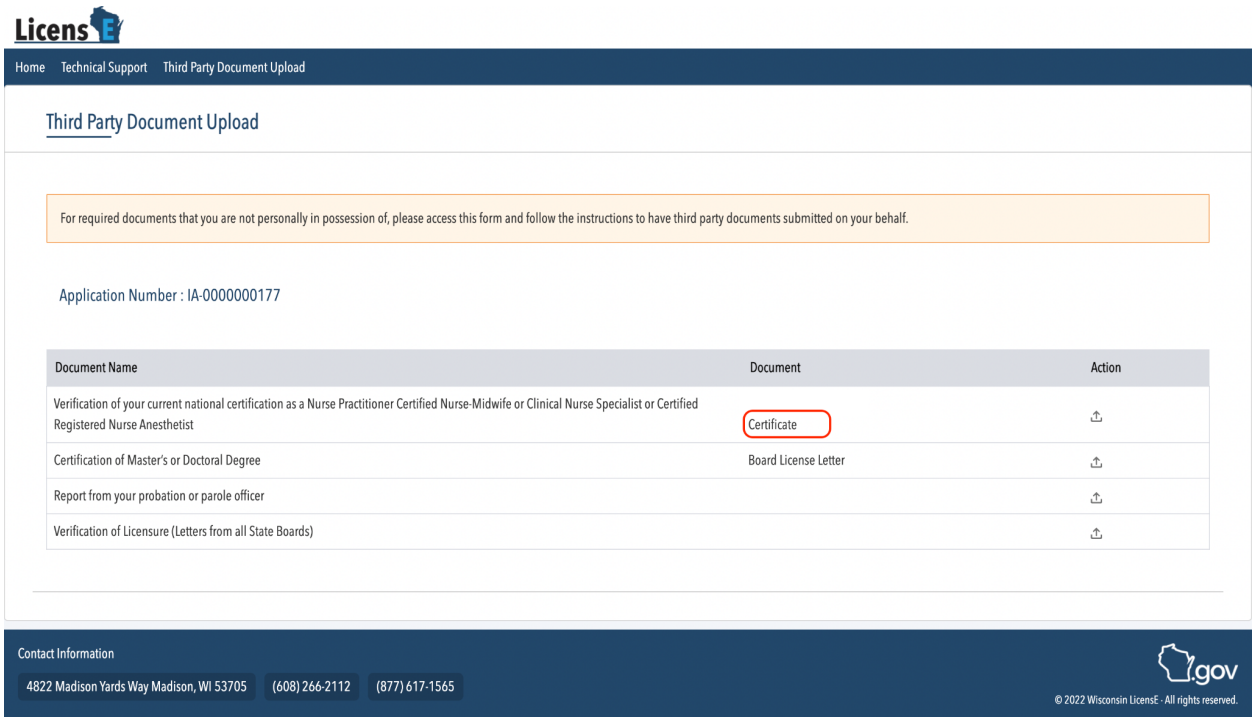


Note:

- The file size should not exceed 30MB.
- Only the following types shall be accepted: JPG, JPEG, DOCX, bitmap, and PDF.

- Multiple files can be selected and uploaded.

9. Once the file is uploaded click **Done**.



10. Your file is now successfully uploaded.